



## U.S. Senator John Ensign D.C. Internship Program

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### Internship Opportunity

Internships are an excellent way to get a firsthand look at how the United States Senate operates. They can be challenging, educational, and fun. Serving an internship in Senator John Ensign's office enables you to work closely with Senate staff who are involved with all levels of the legislative process and responsible for constituent services. These internships are strictly voluntary in nature and are divided into Spring, Summer I, Summer II, and Fall. The program is intended to provide an overview of how a congressional office operates and of the legislative process.

Interns are assigned to work with Senate staff who are responsible for Senator Ensign's legislative, administrative, or press operations. Your time is divided between substantive projects and support work. Interns are assigned to staff members depending on their interests and academic background.

### Eligibility

Applicants must have completed at least one year of undergraduate level study at an institution of higher education. Applicants must be U.S. citizens. Nevadan residents or students attending school in Nevada will receive priority in the selection process.

### Application

To apply for an internship, you must submit a complete package. It is highly recommended that you keep a copy of your application packet. Applicants will be notified by e-mail upon receipt of their completed forms. If notification has not been received in one week, please contact our office immediately. Your packet should include the following: *application form, cover letter, resume<sup>1</sup>, one writing sample about either the experience you will bring to the office or a policy brief of your choice (maximum 200 words), and one letter of recommendation (letter cannot be from a family member).*

### Application and Selection Deadlines

Application packets must be e-mailed, faxed, or postmarked by the following dates:

#### ***Fall 2010***

September 7 – December 10, 2010

*Application Deadline:* August 6, 2010

*Notification Date:* August 11, 2010

#### ***Spring 2011***

January 4 – May 13, 2011

*Application Deadline:* Dec. 10, 2010

*Notification Date:* Dec. 17, 2010

1-Resume should include the applicant's full name, school, permanent address, course of study, work experience, honors or extracurricular activities, and volunteer or political activities.

***Summer 2011***

May 23 – August 5, 2011

*Application Deadline:* April 1, 2011

*Notification Date:* April 8, 2011

**Submit Application to:**

E-mail: Intern\_Coordinator@ensign.senate.gov

Fax: (202) 228-1699

USPS: Senator John Ensign

Attn: Paula Carroll

119 Russell Senate Building

Washington, D.C. 20510



**Housing**

Locating housing while in Washington, D.C. is the responsibility of the intern. Interns that are selected will be provided a list of local housing programs with contact information. The names and contact information of other interns selected to participate in the same session will be sent out in the event you want to coordinate shared housing.

**Travel**

Travel arrangements to and from Washington, D.C., are the responsibility of the intern.

**Additional Information**

If you have questions or need additional information, please contact:

Paula Carroll

Intern\_Coordinator@ensign.senate.gov

(202) 224-6244

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**“You may only make a small difference, but that does  
not relieve you of the responsibility to make that difference.”**

**Chaplain Lloyd John Ogilvie**

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119 Russell Senate Building  
Washington, DC 20510  
(202) 224-6244  
Fax (202) 228-1699

Las Vegas Office  
333 Las Vegas Boulevard South, Suite 8203  
Las Vegas, NV 89101  
(702) 388-6605  
Fax (702) 388-6501

Reno Office  
400 South Virginia Street, Suite 738  
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(775) 686-5770  
Fax (775) 686-5729

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600 East William Street, Suite 304  
Carson City, NV 89701  
(775) 885-9111  
Fax (775) 883-5590